



## **PLANNER I/II**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To perform a variety of professional level work involving the gathering, analysis and reporting of social, economic and engineering data for use in current and long-range planning; and to provide information and assistance on planning related matters to the public and other department staff.

### **Supervision Received and Exercised:**

#### **Planner I**

Receives general supervision from higher level planning staff or from other supervisory or management staff.

#### **Planner II**

Receives direction from higher level planning staff or from other supervisory or management staff.

May exercise functional and technical supervision over less experienced professional and technical staff.

### **Distinguishing Characteristics:**

#### **Planner I**

This is the entry level class in the professional Planner series. This class is distinguished from the Planner II by the performance of the more routine tasks and duties assigned to positions within the series including the responsibility for assignments in the fields of current or long-range planning which require the application of fundamental planning principles. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

#### **Planner II**

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Planner I/II (continued)

This is the full journey level class within the professional Planner series. Employees within this class are distinguished from the Planner I by the performance of the full range of duties as assigned including responsibility for the application of professional knowledge and skills to various municipal planning problems and projects. Responsibilities include the preparation of specific reports and plans with opportunity for independent judgment in planning work details and making technical determinations. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Planner in that the latter class involves work of greater size, complexity, creative demands and public relations problems in assigned projects or functions. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or, when filled from the outside, require prior work experience directly related to area of assignment.

### **Essential Functions:**

Duties may include, but are not limited to, the following:

- Receive and review zoning and variance requests, development proposals and applications for compliance with appropriate regulations and policies.
- Research, analyze and interpret social, economic, population and land use data and trends; prepare written reports on various planning matters and elements of the general plan.
- Compile information, make recommendations and prepare planning reports on special studies pertaining to land use and community development problems such as development of industrial sites and park and recreation areas.
- Research and prepare reports and recommendations for a variety of Boards, Committees, and Councils; make public presentations and recommendations on various aspects of the planning program.
- Research, verify, update and draft ordinances for review; collect, record and summarize statistical and demographic information.
- Confer with and advise architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies and standards.
- Compile information and assist in the preparation of site plans for private development and civic buildings; review commercial, industrial and residential development plans for code compliance; process permit applications.

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- Answer questions and provide information to the public regarding zoning, land use and the general plan; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Participate in coordinating City planning activities with outside departments.
- Perform related duties as assigned.

**When assigned to GIS Planning:**

- Designs, develops, maintains and updates Geographic Information Systems (GIS) applications to include City of Tempe maps and GIS databases associated with those maps.
- Works with legacy databases to develop appropriate work product using GIS tools.

**In coordination with Enterprise GIS Services and according to City of Tempe GIS standards, this position will perform the following activities:**

- Perform research, analysis and evaluation of requests for new or improved GIS application functionality with emphasis on business need and benefit.
- Work with Enterprise GIS Services to determine the appropriate GIS tools needed for Community Development to fulfill its mission.
- Design, develop, implement and maintain software GIS applications utilizing established City standards and practices.
- Interface with users, consultants, technical teams and vendors for maximum guidance in determining the most appropriate approach in providing GIS functionality.
- Creates and maintains planning and zoning information in the City of Tempe's Enterprise SDE following City data standards.
- Obtains and uses data from commercial databases and outside agencies to be integrated into the City's Enterprise SDE and using this data to create maps according to City map design standards that present the geographic, economic, demographic and development aspects of Tempe.
- Prepares and maintains metadata following Tempe Enterprise GIS Metadata standards that accurately reflects the GIS application architecture, components and software revision levels as appropriate.

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- Develops documentation, checklists and processes for communicating appropriate support information to the city support personnel. Provides training to department staff as appropriate.
- Develops project schedules, prioritizes tasks, meet project schedule requirements.
- Maintains a high level of current knowledge regarding systems, technology, and communications.
- In coordination with Enterprise GIS Services confer and coordinate with federal, state and local agencies to obtain the most accurate and up-to-date GIS data and provide those agencies with needed data from the City.
- Act as liaison for the department to the Enterprise GIS staff.
- Integrate GIS with City and departmental goals; provide assistance as needed in other planning, design and administrative efforts of the Community Development Department.
- Performs other duties as assigned.

**Minimum Qualifications:**

**Experience:**

**Planner I**

Some directly related municipal planning experience is desirable.

**Planner II**

Two years of professional municipal planning experience.

**Education:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in architecture, city planning, public or business administration, computer/physical sciences or degree related to the core functions of this position.

**Licenses/Certifications:**

None

**Examples of Physical and/or Mental Activities:**

(Pending)

**Competencies:**

<http://www.tempe.gov/home/showdocument?id=26274>

**Job Code:** 238/312

**Status:** Exempt / Classified